



Policy History
Policy No. AR18
Approving Jurisdiction: President
Administrative Responsibility: Provost and Vice President Academic
Effective Date: November 2006

Final Examinations and Overloads Policy

A. PURPOSE

This policy provides a framework for resolution of final examination overloads and other examination procedures.

B. SCOPE

All students enrolled at Kwantlen Polytechnic University.

C. PRINCIPLES

1. Students will normally be required to produce picture identification at the time of their final examination.
2. Students are responsible to initiate a resolution to an exam overload.
3. Resolution of overloads will normally require the assistance of one or more of the student's instructors.

D. DEFINITIONS

1. **Exam Overload** – consists of three or more examinations scheduled on the same day.

E. PROCEDURES

1. Students should report all overloads to the Enrolment and Registrar Services Office for resolution of the conflict.

F. RELATED POLICIES:

AC4 Student Evaluation and Grading

AR6 Final Examinations and Grade Reporting for Courses